

[? Help](#)

Job details

Job 1 of 1

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Interested individuals should submit their résumé and last two (2) performance evaluations, and two (2) years of master timesheet by Friday, July 20, 2012 to:

Robert Rivera, IT Manager
Solutions Development, Enterprise Project Management & Planning
695 South Vermont Avenue, 6 th Floor, Los Angeles, CA 90005
Email directly to: RRivera@dmh.lacounty.gov

Resumes will be reviewed and **only** the most qualified candidates will be called for an interview.

Requirements Interested individuals who currently hold the payroll title of Intermediate Typist Clerk are encouraged to apply.

Desirable**Qualifications**

- Strong interpersonal skills with the ability to work effectively with management, technical staff, County departments, government and community agencies
- Proficient in the operations of computer systems such as Microsoft Word and Excel and Outlook.
- Ability to communicate effectively with the public.
- Ability to work independently, attend to details and to follow through on instructions and meet deadlines.
- Strong organizational skills and demonstrate ability to exercise good judgment. Excellent attendance records -
- Positive attitude and the ability to work in a demanding environment. Must be a team player.
- Ability to work on multiple projects and assignments at the same time, meet critical deadlines, and ensure quality work products that are thorough and complete,
- Strong written and oral communication skills.
- A good working knowledge of the County's policies, procedures, and practices.

Duties

- Processes time-keeping documents (i.e. ROTO's, Timecard Adjustments, etc)
- Checks documents for completeness, accuracy, proper format, and compliance with Section standards and other requirements

- Answers questions and gives information to the Public and other Bureau Divisions
- Data Entry of Section's Project Portfolio
- Setup meetings
- Reserves conference rooms for meetings
- Files documents including important and sensitive ones
- Operates office equipment such as printers, fax, plotters, projectors, and IP Phones
- Monitors Application Change Request emails and notifies Unit supervisor of requests
- Process Special Requests
- Update Section's Sharepoint Staff Calendar
- Creates retrospective reports for software development teams
- Creates and updates Microsoft Excel spreadsheets, Word Documents, and PowerPoint presentations.
- Prepare inter-office notices, letters, bulletins, and memoranda.
- Takes copious notes during meetings

Vacancy Information

The Department of Mental Health's (DMH) Chief Information Office Bureau (CIOB) is seeking a qualified individual to fill the position of Intermediate Typist Clerk. The successful candidate will perform clerical and administrative duties for DMH CIOB's Solutions Development Section. Solutions Development Section is comprised of the Application Development Unit, Application Support Unit and the Web Development Unit. DMH CIOB is responsible for delivering information technology services and solutions to the Department, clinics and service providers.

Available Shift

Day

Contact Name

Robert Rivera

Contact Phone

213- 251-6613

Contact Email

RRivera@dmh.lacounty.gov

Job Field

Clerical

Job Type

Administrative Support

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